

# Safety Committee Meeting

## January 21, 2016

### 4:00-5:00

1. Introductions of each member
2. Purpose of meeting was discussed
3. Scott wants to be notified if there is a safety issue
4. Scott will eventually report to Michael and school board
5. Some cooks arrive earlier than our custodians, ice on sidewalks. Scott will have custodians prepared sidewalks. On late start days maybe the early cooks could come in later if poor roads exist.
6. WMS – some gutters overflow. Scott suggested to use School Dude in the future for any issue. Don't wait until a safety meeting.
7. If Tickets still exist that are being not being handled let Scott know.
8. First aid and CPR trained – not everyone knows about who is trained.
9. Robinson Street is not wide enough for parking on both sides. Scott will look into this.
10. Evacuation maps should include fire extinguishers and AED locations. Scott will work on this.
11. Accident Reports
  - a. Tegan will build a spreadsheet about accidents and incidents for each month
  - b. This will help focus our energies on problem areas
12. If there are any near misses Scott needs to know about it
13. Door stops will probably be removed at WMS. Scott will take care of this.
14. Starting with these minutes, we will include the list of items from the last meeting that have been resolved.
- 15. Next Meeting – March 24, 2016 at WHS Conference Room 4:00-5:00**

#### Resolved Issues from Previous Meeting

1. Speed Limit by TEAM High – another speed limit sign has been posted by Scott.
2. AED's need to be alarmed in all the buildings – done by Scott.
3. Ramp to old Flower Shop – has been repaired by Scott.
4. Stage wall is derailed – this has been repaired by Scott.

#### Unresolved Issues from Previous Meeting

1. Projectors at WPS need to be inspected to make sure they don't fall.
2. Door stops at WMS need to be eliminated as they create a tripping hazard.

#### Members present (\*):

*Dan Uhlenkott	*Ron Schlauch	*Teresa Young	Becky Huesties
James Doty	*Lan Ha	Tegan Steen	Shannon Barnett
*Mary Burnett	*Brian Peterson	*Teri Retter	*Scott Landrigan
*Paul Huddleston			

Sign-in sheet on next page

# Safety Committee Meeting Sign-in Sheet

<b>Name</b>	<b>Signature</b> (Please sign after your name to verify your presence)	<b>Date</b> (Please fill in the date of the meeting you are attending)	<b>Time</b>	<b>Minutes</b> (Please list the minutes you will be over contracted time for extra pay)
Dan Uhlenkott	<i>Dan Uhlenkott</i>	1-21-16	4:00-5:00	30 min
Ron Schlauch	<i>Ron Schlauch</i>	1-21-16	4:00-5:00	60 min.
Teresa Young	<i>Teresa Young</i>	1-21-16	4:00-5:00	60 min
Becky Huesties		1-21-16	4:00-5:00	
James Doty		1-21-16	4:00-5:00	
Lan Ha	<i>Lan Ha</i>	1-21-16	4:00-5:00	
Tegan Steen		1-21-16	4:00-5:00	
Shannon Barnett		1-21-16	4:00-5:00	
Mary Burnett	<i>Mary Burnett</i>	1-21-16	4:00-5:00	60 min.
Brian Peterson	<i>Brian Peterson</i>	1-21-16	4:00-5:00	60 min.
Teri Retter	<i>Teri Retter</i>	1-21-16	4:00-5:00	60 min
Scott Landrigan	<i>Scott Landrigan</i>	1-21-16	4:00-5:00	60 min
Paul Huddleston	<i>Paul Huddleston</i>	1-21-16	4:00-5:00	60 min

To the best of my knowledge the above information is accurate:

*Dan Uhlenkott*  
Dan Uhlenkott Signature

<b>Name</b>	<b>Entity</b>	<b>Represents</b>
Dan Uhlenkott	District, WHS	Administrators, WHS Staff
Ron Schlauch	WMS, District	Teachers
Teresa Young	District, WPS	Secretaries, WPS Staff
Becky Huesties	Yale	Para Pro's
James Doty	District	Technology
Lan Ha	District	Cooks
Tegan Steen	District Office	District Office Staff
Shannon Barnett	KWRL	Bus Drivers
Mary Burnett	TEAM	TEAM Staff
Brian Peterson	WIS	WIS Staff
Teri Retter	LRA	LRA Staff
Scott Landrigan	District	Custodians
Paul Huddleston	District	Coaches